

~~SECRET~~

17 June 1960

Geography Division

Encumbent & Grade	Slot & Grade	Branch	Where Employee Working	Duties
()	F-979-7	Off. of Chief		Admin.Ass't/Secretary
GS-5) 25X1A9a	F-634-5	" " "	Detailed to D/CG/X	Sec./Intel.Ass't. Types memos & reports; maintains files & performs routine staff functions; takes dictation.
GS-5)	F-1541-5	" " "	On maternity leave Began: 3 June '60 Return: 17 Oct.'60	Mail control clk for D/CG, T&A's supplies, Part time help to CG/W. Typing as needed.
(GS-4)	F-1520-4	" " "	Not counted on T/O Employee detailed to D/CG/C; expects to resign COB 17 July '60	MIS Production, typing, filing, and assembling
GS-4)	F-1520-4	" " "	Overencumbrance detailed to D/CG/X (Midcoast)	Clk-typist/Intel.Ass't Aide
GS-4)	F-1520-4	" " "	Overencumbrance. Detailed to D/CG/C. May leave in October.	MIS production. Typing, proofing, assembly & dissemination

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Geography Division

Incumbent & Grade	Slot & Grade	Branch	Duties
[REDACTED] (GS-6) 25X1A9a	F-1521-7	USSR/D/GG	Intel. Ass't. Acts as research aide. Reviews incoming intelligence documents and assigns to proper analysts. Types drafts and finished manuscripts. Maintains research files.
[REDACTED] (GS-7)	F-1525-7	Europe/D/GG	Intel. Ass't. Performs routine type research under analyst direction; reviews incoming intelligence documents and assigns to proper analysts; types drafts and finished manuscripts; maintains files.
[REDACTED] (GS-7)	F-947-7	Far East/D/GG	Intel. Ass't. Assists professional analysts in less difficult research. Types Branch report drafts, distributes mail and intelligence documents.

6 clericals - 34 professionals

1. At present no marginal performers.
2. Help most needed in GG/W. If possible intelligence assistant, but if not clerk-typist would be O.K. too. GG/C needs two full time persons. Both should be top notch typists. All of these employees are desired as soon as possible.
25X1A9a
3. With [REDACTED] on maternity leave, [REDACTED] resigning O.G.B. 17 July 1960, and the possibility or [REDACTED] leaving in October--- [REDACTED] is only employee left to run out.
25X1A9a